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WILL BE TRIANGULAR IN SHAPE AND POINT  
DOWNWARD TOWARD THE CENTER

By

Your Name

A Dissertation **Proposal**

Presented in Partial Fulfillment of Requirements for the

Degree of

Executive Doctor of Business Administration

in the

Crummer Graduate School of Business, Rollins College

2020

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## Acknowledgments

## Abstract

Abstracts are limited to 250 words. They start flush with the left margin and have no extra line spacing between paragraphs. These should completely, but concisely summarize your entire dissertation, avoiding the use of citations or direct quotes from other works. This is a blurb about your work and your work only. You can end your abstract with keywords.

Keywords will be listed after the word “keywords” and a colon, both of which will be in italics.

The keywords that follow, however, will not. This section will be indented unlike the rest of the abstract though.

*Keywords:* instructions, explanations, guidelines

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## **CHAPTER 1 – INTRODUCTION**

The chapter titles should be line spaced down to the 2-inch mark on the side ruler or three inches down on the page. They are in ALL CAPS and should be bold. Use the word chapter and a number for each one along with the description. Be sure to use an em-dash between the two parts, which can be added by pressing Alt + Ctrl + the minus key or pressing Alt + 0151.

### **Section Header**

Using a section header helps organize your paper. These should each be listed on your Table of Contents. They are flush with the left margin, in Title Caps, and in bold. There is no period at the end, but if your section title is a question you can use a question mark at the end.

**Level 3 sub headers.** These are strange; they are in sentence caps, meaning only the first word is capitalized and it has a period at the end, though they are in bold and indented. Furthermore, the accompanying text starts immediately afterward on the same line.

### **More Guidelines**

While you can follow this template there are many rules and formats you want to follow for your paper. For these you can consult the Student Services online resources or contact the Writing Coach Christopher Posey ([cposey@rollins.edu](mailto:cposey@rollins.edu) or 407-670-9283) for help.

## **CHAPTER 2 – LITERATURE REVIEW**

If you find it hard to figure out how to gauge where the 2-inch mark is or how to get to the 3-inch level of the page. You can always start at the top of the page margin and as long as you have double-spacing set hit Enter five times. That should put you at the correct spot. If you are concerned check the Student Services online resources for handy aids to help you navigate Word and format your dissertation.

### **The Last Instructions**

You might have noticed that the opening passages under the chapter headers did not contain a subsection header. That is because they are the introductory passages and in APA introductions do not get subheaders, and they especially do not use the subheader “Introduction.”

Additionally, your paper will have more chapters than this template, you should replicate as needed following the official Crummer Graduate School of Business Dissertation Guidelines to see how to format and layout your paper.

Below are templates for the remaining potential pages of your dissertation, your appendices and references. For more information about formatting (EasyBib, Word, etc. do not correctly format without careful application of numerous settings) check the Student Services online resources.

## References

Author, A. (2019). Formatting References Can Be Hard in APA. *Check APA Formatting Guides, or Student Services Online Resources or the Writing Coach for Help*, 11(1), 170-192.

Writer, A. A., & Researcher, B. B. (2019). *Hanging indents are easy to set up once you know how and be sure to use double-spacing*. Winter Park, Florida: Posey Publications.

## Appendix A

### **Title of the Contents of This Appendix**

Some people will include tables too large and complex for in-text placement, or copies of survey questionnaires or query letters in appendices. Each one should content only one item, but if you several from a series of items that are very closely related you can put them into a single appendix to avoid having too many appendices.